

ANREP Conference Call January 29, 2008

Thanks for your patience with the sound problems etc. during our call today. As promised, below is a list of tasks to be done, and responsible parties. Everyone, please look for your name, as you may not be aware of some of the tasks.

1. Andy: make some meeting notes from Ben's recording.
2. Bill: once finalized, post the registration form on the conference website (hopefully by Feb. 15). Include hotlinks for more information. Include a link to the web-based registration site. Send an email to the ANREP list announcing the opening of registration.
3. Mike: provide Bill with the registration materials for the website.
4. David: send information on exhibit space and costs to Ben and Mike (done)
5. Ben & Mike: set a price for exhibit space
6. Mike: determine whether there are speakers who need financial support, and if so, how much
7. Everyone: help distribute the conference information outside ANREP
8. Almeshia: add information to the newsletter directing folks to the conference website to register; registration should open by Feb. 15
9. Eleanor: format the membership survey on an Internet survey site such as Survey Monkey and provide the link to Sue to distribute. Target date to send to members: March 1
10. Will and Viviane: revisit the application form developed for scholarships and funding requests and make 2 different versions, if needed.
11. Andy: clarify when we need to provide Galaxy abstracts (he will check with Diane Baker). Send Sue a list of abstracts received from ANREP members.
12. Viviane: talk to Program Leaders about filling a 90-minute slot at Galaxy; we'll need speaker contact info and abstracts
13. Will and Viviane: design a 90-minute session on sustainability for Galaxy; we'll need speaker contact info and abstracts
14. Viviane: talk to Louie Tupac about designing a 90-minute session at Galaxy on climate change; we'll need speaker contact info and abstracts
15. Sue: get Galaxy abstracts from ANREP members from Andy and pick three for the remaining 90-minute session
16. Will, Sue and Mike: examine the budget; determine our annual income; do five-year financial planning prior to February conference call
17. Sue: contact JoAnne Skelly and ask her to work on increasing membership
18. Sue: respond to 4-H Forestry request and postpone final decision to February conference call
19. Everyone: let me know for which of the committees you will act as liaison:
 - a. Viviane does her committees

- b. Sue does Membership and Communications/Newsletter
- c. Will does Awards and Recognition
- d. Ben does Finance and Audit
- e. Need folks for Emerging Issues, Policy and Bylaws, Professional Leadership Development, and Advocacy